

Policy Title: Yard Sale Zoning Fee

Effective Date: March 25, 2003

Policy Number: 03-02

Discussion:

The zoning ordinance Section 22.3.G, "Permitted Signs", describes Temporary Commercial Signs as "...signs for the purpose of advertising temporary commercial activity, (roadside stands, garage sales, seasonal activities) are permitted."

Zoning Ordinance dictates zoning certificate is required to conduct yard/garage sales and a \$10 fee is required. On March 25, 2003, the Mayor and Council approved a policy allowing the return of the \$10 fee for yard/garage sale zoning certificate fee. This return is contingent on the applicant's assurances that any signs erected relative to the event have been removed.

Policy:

1. A Zoning Certificate will be issued and the \$10 fee accepted by front desk personnel for certificates issued for garage/yard sales.
2. Residents will be instructed that the fee will be reimbursed at the conclusion of the event and when assurances have been given all signs used for the event have been removed.
3. Requests for reimbursement will be directed to front desk personnel. When applicant issues statements that signs have been removed, front desk personnel will complete, or have completed, a request for reimbursement using the Check Authorization Form and forward it to the City Administrator for approval. Citizens will be instructed that the reimbursement check will be issued within 7 to 14 days and forwarded via U.S.P.S.
4. Copies of all documentation must be forwarded to Zoning and Planning Administrator who will be responsible for maintaining the documentation regarding fees accepted and returned pursuant to this policy.

Conclusion:

Yard and garage sales are a conduit for residents to offer personal items for sale and generate revenue. The reimbursement of the zoning fee encourages the timely removal of signs and eliminates one expenditure, increasing the applicant's net return.

Mayor

Date

City Administrator

Date